

SOP Title: Submitting Directives for Publication**July 19, 2005****Deputy Area/Division: Deputy Chief for Management, Management Services Division****Revision:****Page 1 of 7****1. Purpose:**

To provide the Standard Operating Procedure (SOP) for submitting and publishing directives.

2. Scope:

This SOP will be followed by all employees responsible for preparing and submitting directives for publication.

3. Outline of Procedure:

- 4.1 Submitting Directives for Publication
- 4.2 Submitting State Supplements for Publications

4. Specific Procedures:**4.1 Submitting Directives for Publication**

Directives are processed within 1 to 10 days depending on the size of the directive. National Bulletins are processed within 1 day, if there are no changes. National Bulletins received after 12 noon will be reviewed, processed, and returned to the originator the next business day.

Any hyperlinks within a document should not link back to the author's hard drive.

Responsibilities of the Author

- A. Determine the appropriate directive to issue. (See exhibit 1.)
- B. Create or revise the directive using the template at www.info.usda.gov/nrcs/edir/.
- C. For editorial review, e-mail a double-spaced copy to Elaina.Lyles@wdc.usda.gov.
- D. Incorporate editorial changes.
- E. Obtain internal clearance using Form ADS-017, Directives Clearance Sheet ("Blue Sheet").
 - 1. If the directives package originates in the Management Deputy Area, forward it to the Directives Manager for processing. (See exhibit 2.)
 - 2. If the directives package originates in any other Deputy Area, Deputy Chief's signature must appear on line 6.

DIST: E

- F. Include the following in each directives package:
 - 1. Form ADS-017.
 - 2. Transmittal Sheet. (See exhibit 3.)
 - 3. Directive.
 - 4. Copy of directive on diskette or CD.
- G. Submit the directives package to the Directives Manager at USDA/NRCS, 5601 Sunnyside Avenue, Room 1-2176 C, Beltsville, MD 20705.

Responsibilities of the Directives Manager

- A. Receive and review the directives package for completeness. For the Deputy Chief for Management's Deputy Area, forward the directives package to the Deputy Chief for signature.
- B. Contact and return the directives package to the author if there are questions or changes.
- C. Assign an amendment number and add the date.
- D. Post directive to <http://policy.nrcs.usda.gov>. If printing is needed, prepare the necessary paperwork and forward directive to the printer.
- E. Post Electronic Directive notification to NRCS today.

4.2 Submitting General Manual State Supplements for Publication

Responsibilities of the State Office

- A. Review www.info.usda.gov/nrcs/edir/ for information about how to format directives for electronic processing.
- B. Contact the Directives Manager by telephone at (301) 504-2170 or by e-mail at Phyllis.Williams@wdc.usda.gov with questions.
- C. Send an electronic copy of the supplement to the Directives Manager by e-mail and fax a signed copy of the transmittal sheet to (301) 504-2161.

Responsibilities of the Directives Manager

- A. Receive and review the supplements.
- B. Contact and return to the State if there are questions or changes.
- C. Post supplement to <http://policy.nrcs.usda.gov>.
- D. Post Electronic Directive notification to NRCS today.

5. Technical Contact:

/s/	7/19/05
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Approved By: PHYLLIS I. WILLIAMS Directives Manager, Records and Directives Management Team	Date
USDA, NRCS 5601 Sunnyside Avenue Building 1-2176 C Beltsville, MD 20705 (301) 504-2170	

/s/	7/19/05
<hr/>	
Approved By: PHYLLIS I. WILLIAMS Acting Team Leader, Records and Directives Management Team	Date
USDA, NRCS 5601 Sunnyside Avenue Building 1-2188 Beltsville, MD 20705 (301) 504-2170	

/s/	7/19/05
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Approved By: EDWARD M. BIGGERS, JR. Director, Management Services Division	Date
USDA, NRCS 1400 Independence Avenue, S.W. Room 5221-S Washington, D.C. 20250 (202) 720-4102	

Exhibit 1 – Decision Chart for Choosing Appropriate Type of Directive

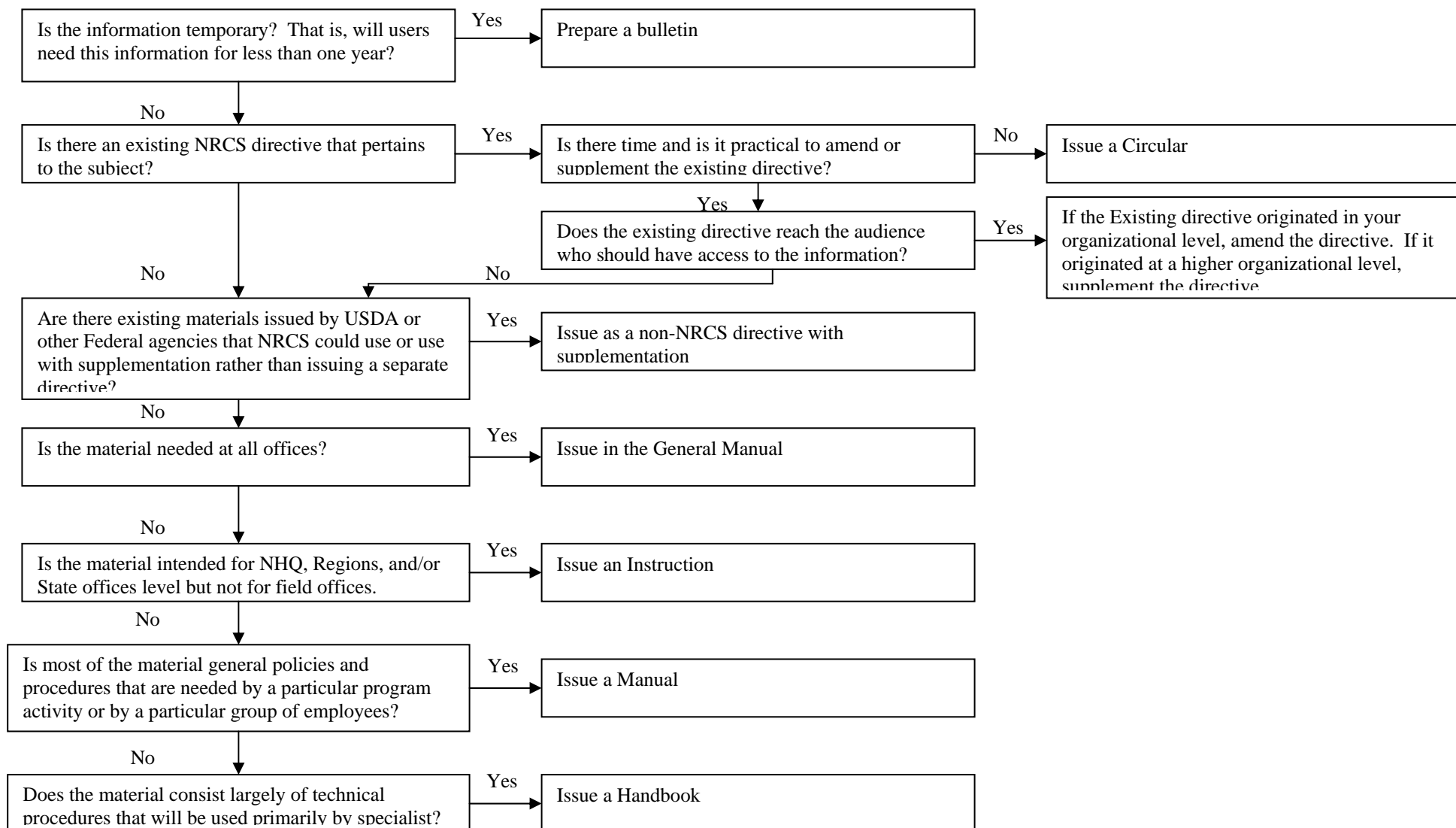


Exhibit 2 - Directives Clearance

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USE REVERSE SIDE OF FORM FOR DRAFT CLEARANCES

This form will be filed with the record copy of the directive in RMB. Attach Request for Printing and Distribution form if printing is required.

Directive type, number, and name (*i.e., National Instruction, General Manual, National Bulletins, NEH*)

Originated by (*name and organizational unit*):

Room number

Telephone

DISTRIBUTION: (*Originator checks appropriate distribution*)

Check	Code		Copies	Check	Code		Copies	Check	Code		Copies
	O	All offices (<i>direct mailing</i>)	2,971		R	Regional Offices	120			National Instructions	500
	AO	All offices (<i>dist. through state offices</i>)	2,971		S	State offices	310			Manual/handbook	
	E	All employees	11,000		A	Area offices	179			Distribution list attached	
	H	All NHQ employees	334		F	Field offices	7,749			Other distribution	
	N	NHQ staffs	200			National Institutes	120			Extra copies: Send to:	
	L	NHQ division directors & above	100		I	Employees on foreign assignment	60			Total (<i>all columns</i>)	
					GM	General Manual	5,185				

REPORTING REQUIREMENTS:

Check one: ☐ Contains no recurring reporting requirements.

☐ Establishes recurring report. AD-368 has been submitted.

Cleared by _____, ASD

FOR DRAFT CLEARANCES, USE REVERSE SIDE OF FORM (NOT REQUIRED FOR NATIONAL BULLETINS)
Refer to National Instruction 120-301 for guidance.

FINAL CLEARANCES: (*Required for all permanent directives and bulletins*)

1. Division Director	Date
2. Division Director (<i>required for bulletins only</i>)	
3. Other clearances as applicable	
4. Office of General Counsel (<i>required for Federal Register rules</i>)	
5. Deputy Chief	
6. Chief (<i>required for delegations of authority and major policy documents</i>)	
7. Directives Manager, Records Management Branch, MSD	
8. Printing Officer	

REMARKS

**DIRECTIVES CLEARANCE
DRAFT CLEARANCES AND EDITING**

Directive type, number, and name (<i>i.e.</i> , <i>National Instruction, General Manual, NEH</i>)	Originated by (<i>name and organizational unit</i>):	
	Room number	Telephone

DRAFT CLEARANCES:

1. Division Director	Date
2. Directives Manager, Records Management Branch, MSD	
Other approvals as applicable	
Office of General Counsel (<i>required for Federal Register rules</i>)	
Office of Public Affairs (<i>required for editing of permanent directives only</i>)	
Originator	

REMARKS



Natural Resources Conservation Service
P.O. Box 2890
Washington, D.C. 20013

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Exhibit 3 – Transmittal Sheet

GENERAL MANUAL (GM)

360 - PER

Amendment , Part 414 (Subparts A through D)

SUBJECT: PER – NRCS Employee Recognition Program

Purpose. **TO BE COMPLETED**

Effective Date. **TO BE COMPLETED**

Explanation of Changes. **TO BE COMPLETED**

Filing Instructions. For a hard copy of this amendment, go to the NRCS Electronic Directives System at: <http://policy.nrcs.usda.gov>.

P. DWIGHT HOLMAN
Deputy Chief for Management

Attachment

DIST: GM